



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 06/27/2014

Closing Date: 07/11/2014

If you are interested in this position, please submit the following:

- Completed Application
- Must possess a high school diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Cultural Coordinator

Department: Recreation

Work Schedule: Varies

Wage Rate: Pay Range 15: \$16.80/ Hr. / Non-Exempt

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Cultural Coordinator

WORKSITE: Tule River Gymnasium
308 N. Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the general supervision of the Recreation Department Director, the Cultural Coordinator will organize, implement, and direct cultural activities and classes. Maintain an inventory of all cultural supplies and order cultural equipment and supplies, with approval from the Recreation Director. The Cultural Coordinator will assume the lead role for all cultural activities, including evaluation of relevant cultural components function, as well as other duties deemed necessary.

DUTIES & RESPONSIBILITIES:

1. Organize, implement, and supervise all Department cultural activities.
2. Coordinate all cultural demonstration.
3. Document and maintain records of incident reports as needed for parents and directors.
4. Organize supplies, equipment, and light cleaning of cultural room, vans, and any other designated area use in the course of an activity, class or project.
5. Assist Program Director with monthly budget reports that deal with cultural activities, including field trips.
6. Maintain all records, invoices, and receipts that deal with cultural activities.
7. Recruit and ensure that all volunteers, trainers, teachers are background checked, CPR & First Aid certified.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Working with youth, teens, adults, and elders from a native community.
2. Basic reading, writing, and comprehensive skills
3. Computer literacy, proper record keeping, and report writing.
4. Type correspondence as deemed necessary.
5. Submit check requests and ensure that cultural vendors are paid.
6. Order, disperse, and maintain a record of Department information dealing with cultural activities.
7. Work with community from diverse population.
8. Write and submit reports in a timely manner.
9. Scheduling trainings for cultural participants.
10. Report incidents dealing with Recreation Department cultural activities.

QUALIFICATIONS:

1. Must have High school diploma or GED.
2. Must possess valid a California Class C Drivers License and be willing to obtain a California Class B Drivers License within (3) months of employment and be insurable through the Tribe.
3. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
4. Must be CPR and First Aid certified or at-least within (3)months of employment.
5. Must have a Mandated Reporter Training Certificate or obtain certificate within (3) months.
6. Must possess a Food Handler Certificate or obtain certificate within (3) months of employment.
7. Must have current TB Skin Test.
8. Must be able to travel to conferences or relevant staff trainings.
9. Must have knowledge of how to seek appropriate volunteers, and the ability for implementation.
10. Must have good public relation skills.
11. Any relevant training and or experience in which will demonstrate the ability to perform the duties of this position.

This position reports to: Recreation Department Director

Salary: Pay Range 15: \$16.80/HR
Paid Bi-Weekly/ Non-Exempt

Hours: Flexible/ 40+Hrs. Per Week

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT